

## FACILITIES QUESTIONNAIRE

Please fill out one sheet for each location and return it to the Division of Public Works. Attach additional sheets if more information would be helpful. If you have any questions, please call Linda Wildhagen at 332-1929. Thank you!

AGENCY NAME: \_\_\_\_\_  
 ADDRESS OF CURRENT FACILITY: \_\_\_\_\_  
 # OF CURRENT FTE IN THIS FACILITY: \_\_\_\_\_, # OF PROJECTED FTE: \_\_\_\_\_  
 CURRENT SQ FT: \_\_\_\_\_ FEDERAL SUBSIDY ON RENT (%): \_\_\_\_\_  
 COMPLETED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

*On a scale of 1 to 10, with 10 being the most and 1 being the least, please indicate how much you agree with the following statements. If you do not know, please leave the answer blank.*

### AGENCY INFORMATION

1. It would be beneficial to be co-located w/ other agencies. \_\_\_\_ (Please list agencies: \_\_\_\_\_)
2. It would be detrimental to be co-located w/ certain agencies. \_\_\_\_ (Please list agencies: \_\_\_\_\_)
3. This facility will grow by 10% or more in the next 5 yrs. \_\_\_\_ Or, reduce its size by 10% or more in the next 5 yrs. \_\_\_\_
4. We intend to vacate this facility within the next 5 yrs. \_\_\_\_ We plan to move to \_\_\_\_\_ (Area or City).
5. We estimate our moving costs will be \$ \_\_\_\_\_. Our budget for rent for FY \_\_\_\_ is \$ \_\_\_\_\_
6. Moving to a new facility will be an advantage to our clients. \_\_\_\_, to our employees. \_\_\_\_.
7. If this were my own business, I would buy a facility rather than keep on leasing. \_\_\_\_\_.

### SITE INFORMATION

8. Convenient access for our clients is an essential part of our operation. \_\_\_\_
9. Our facility must be close to the highway. \_\_\_\_, to a bus stop. \_\_\_\_
10. Visibility is very important for our facility. \_\_\_\_ Proximity to the Capitol Mall area (Boise area only) is important. \_\_\_\_
11. Proximity to other agencies is beneficial to us. \_\_\_\_ Please list agencies: \_\_\_\_\_
12. Proximity to certain non-profit agencies would be beneficial to us. \_\_\_\_ Please list: \_\_\_\_\_
13. Some adjacent uses next to our facility would be objectionable. \_\_\_\_ Please list: \_\_\_\_\_
14. Clients should have free parking when they visit our facility. \_\_\_\_ Employees should have free or reduced parking. \_\_\_\_
15. Our current location is working out well for our agency. \_\_\_\_

### FACILITY INFORMATION

#### 21. Facility Amenities:

AMENITY	On a scale of 1 to 10, please rank importance:	Do you currently have the following (Yes or No)
CONFERENCE ROOM		
BREAKROOM FOR STAFF		
HEARING ROOMS		
CUSTOMER SVC AREA		
COMPUTER ROOM		
FILE STORAGE		
CLASSROOMS		
LABORATORY		
EQUIPMENT STORAGE		
SHOP		
LIBRARY		
SECURED EVIDENCE RMS		
PLAYGROUND		
OTHER: _____		

22. Private offices are essential for this facility. \_\_\_\_ Number: \_\_\_\_
23. The open space concept has worked well for this facility. \_\_\_\_
24. 24-hour security is essential for this facility. \_\_\_\_
25. This facility needs the following number of parking spaces: \_\_\_\_\_ client, \_\_\_\_\_ employee, \_\_\_\_\_ state vehicles.
26. Our Landlord is complying with the terms of the lease on this facility. \_\_\_\_ We are currently happy with this facility. \_\_\_\_
29. **FACILITY COSTS:** We could do the following to reduce facility costs: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

30. **FACILITY USE:** (Briefly describe use of facility, including # of visitors @ peak operating hrs, # of depts and functions) \_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

